

Attach to original schedule

Schedule #: 73 - 0205 - M
Effective Date: 08/26/97
Sheet: 1 of 1

August 21, 1997

Revision to Standard 73-205 approved March 27, 1973
OVERSIZE/OVERWEIGHT VEHICLE PERMIT ESCROW ACCOUNT FILE

LINE 1: From: Division of Highways
To: Division of Operations
935 East Confederate Ave.
Atlanta, Ga. 30316

The Division of Operations is responsible for:

The Safe Operation and Maintenance of Roadways
Utility Relocation
Operations of Truck Weighing Stations

LINE: 11 Documents relating to the issuance of permits on a credit basis.

Included are: Escrow Accounts Ledger
Escrow Account Application
Charge Transmittal

The series is filed in two groups.

Escrow accounts are filed alphabetically by the name of the company.
Charge transmittals are arranged chronologically.

Line 25: Cut off by fiscal year;
Hold in office 1 year
Transfer to State Record Center; hold 3 years ; then destroy.

RECORDS CANNOT BE DESTROYED UNTIL ANY UNRESOLVED CLAIM
OR STATE AUDIT IS COMPLETE .

DIRECTOR OF OPERATIONS: *Larry B. Seaborn* AUGUST 21, 1997

RECORDS MANAGER ANALYST: *Melba B. Lome* AUGUST 21, 1997

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

Edward Weldon
Edward Weldon
Secretary of State Designee

9/11/97
Date



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 22 1973 73-205 MAR 27 1973																																					
2. Agency Application No. ②	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Operations Section Office of Permits & Enforcement No. 2 Capitol Square - Room 266 Atlanta, Georgia																																						
4. Person to Contact Harry Russell																																							
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.		5. Working Title Asst. Chief																																					
		6. Tel. No. 656-5428																																					
8. Earliest & Latest Dates of Series 1966 - To Date																																							
9. Exact Series Title Oversize/Overweight Vehicle Permit Escrow Account File																																							
10. What is the function of the office in which this record series is created The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the State Highway System. This includes: Highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of overweight and overdimensional rules and regulations for the movement of vehicles on the State Highway System, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State Highway System.																																							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the issuance of permits on a credit basis. Companies desiring to purchase permits on a credit basis are required to establish Escrow accounts. Credit customers are billed by this office, rather than by the Office of General Accounting. Included are: Escrow Accounts Ledger Escrow Account Application Charge Transmittal The series is filed in two groups. Escrow accounts are filed alphabetically by the name of the company. Charge transmittals are arranged chronologically.																																							
ATTACH SAMPLES OF THE FILE																																							
<table border="1" style="width:100%; border-collapse: collapse;"><tr><th style="width:30%;">12. EQUIPMENT OCCUPIED</th><th style="width:10%;">No. of Drawers</th><th style="width:10%;">Cu. Ft. of Records</th><th style="width:30%;">ANNUAL RATE OF ACCUMULATION</th><th style="width:10%;">No. of Drawers</th><th style="width:10%;">Cu. Ft. of Records</th></tr><tr><td>Letter-size File Drawers</td><td></td><td></td><td></td><td>6</td><td>12</td></tr><tr><td>Legal-size File Drawers</td><td>6</td><td>12</td><td>Floor Space Occupied (Square Feet)</td><td colspan="2">14</td></tr><tr><td>Storage Area-Forest Park</td><td></td><td>60</td><td></td><td>This Year's</td><td>Last Year's</td></tr><tr><td></td><td></td><td></td><td>AVERAGE DAILY REFERENCES</td><td>5</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td>--</td><td>--</td></tr></table>				12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records	Letter-size File Drawers				6	12	Legal-size File Drawers	6	12	Floor Space Occupied (Square Feet)	14		Storage Area-Forest Park		60		This Year's	Last Year's				AVERAGE DAILY REFERENCES	5	5					--	--
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QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES [X] NO []
14. Is there a duplication of this series in another office or agency? YES [] NO [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. YES [] NO [X]
16. Does the series contain classified information requiring security handling? YES [] NO [X]
17. Does the series initiate, amend or terminate agency policies and procedures? YES [] NO [X]
18. Could the function be performed if the files were lost or destroyed? YES [] NO [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES [] NO [X]
20. Does the record series provide data as input to an EDP file? YES [] NO [X]
21. Does the record series contain documentation produced as EDP printout? YES [] NO [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? YES [] NO [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES [] NO [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. [] STATE LAW b. [X] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated § 3-706

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- [] CALENDAR YEAR - [X] FISCAL YEAR - [] Other then

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify) Hold in current files 1 year or until State Audit is completed, whichever is later; transfer to record center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Rationale: The retention period fulfills administrative and fiscal retention requirements. Records involved in any unresolved claim or audit question will be retained until all questions are resolved.

Attach Samples of the Series

Records Management Office *W. C. Crawford* Date 3/9/73

26. Recommendations		[] Approved	[] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	[X] Approved	[] Disapproved	<i>William M. Higin</i>	3-7-73
	Records	[X] Approved	[] Disapproved	<i>Carroll Hunt</i>	3-21-73
	Committee	[X] Approved	[] Disapproved	<i>W. C. Crawford</i>	3-26-73
	25 are:				